

FACILITY WORK REQUEST For use of this form, see USMEPCOM Reg 420-2		SEE INSTRUCTIONS ON REVERSE BEFORE COMPLETING		1. DATE OF REQUEST																	
2. TO (Facilities Division, MSD)		3. FROM :		4. THRU:																	
5. PROBLEM (describe in detail)																					
6. RECOMMENDED SOLUTION (describe in detail)																					
7. CHECKLIST OF ITEMS TO EXPEDITE/ASSIST PROCESSING OF REQUEST (include with form) <div style="margin-left: 20px;"> <input type="checkbox"/> Polaroid Photographs of Repair/Project <input type="checkbox"/> Sketch of Recommended Repair/Project <input type="checkbox"/> Free Estimate by Building Manager or Contractor (Small Projects) </div>																					
8. JUSTIFICATION FOR REPAIR/PROJECT (explain if not in 4) <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">_____ Safety/Fire Hazard</td> <td style="width: 50%;">_____ Efficiency Improvement</td> </tr> <tr> <td>_____ Mission Stopper</td> <td>_____ Quality of Life (Aesthetics)</td> </tr> <tr> <td>_____ Operationally Required</td> <td>_____ Other</td> </tr> </table>						_____ Safety/Fire Hazard	_____ Efficiency Improvement	_____ Mission Stopper	_____ Quality of Life (Aesthetics)	_____ Operationally Required	_____ Other										
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_____ Operationally Required	_____ Other																				
9. COMMANDER or DIRECTOR'S SIGNATURE			10. POINT OF CONTACT AND TELEPHONE																		
11. FACILITIES HQ USMEPCOM USE <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">DATE RECEIVED _____</td> <td style="width: 50%;">RWA/MIPR NUMBER _____</td> </tr> <tr> <td>PROJECT NUMBER _____</td> <td>PROJECT MANAGER _____</td> </tr> <tr> <td>APPROVED/DISAPPROVED _____</td> <td>DATE COMPLETED _____</td> </tr> <tr> <td>DATE APPROVED _____</td> <td></td> </tr> </table> <div style="text-align: center; margin-top: 20px;"> <u>COORDINATION</u> </div> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">ARCHITECTURE _____</td> <td style="width: 50%;">CHIEF OF STAFF _____</td> </tr> <tr> <td>REAL ESTATE _____</td> <td>OPERATIONS _____</td> </tr> <tr> <td>PROJECT MANAGEMENT _____</td> <td>RESOURCE MANAGEMENT _____</td> </tr> <tr> <td>SECURITY _____</td> <td>INFORMATION MANAGEMENT _____</td> </tr> </table>						DATE RECEIVED _____	RWA/MIPR NUMBER _____	PROJECT NUMBER _____	PROJECT MANAGER _____	APPROVED/DISAPPROVED _____	DATE COMPLETED _____	DATE APPROVED _____		ARCHITECTURE _____	CHIEF OF STAFF _____	REAL ESTATE _____	OPERATIONS _____	PROJECT MANAGEMENT _____	RESOURCE MANAGEMENT _____	SECURITY _____	INFORMATION MANAGEMENT _____
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INSTRUCTIONS

General. This form may be filled manually, by typewriter, or electronically.

Items 1, 2, 3, 8, and 9 and 10. Self-explanatory.

Item 4. Thru. Not required by Facilities, optional for information only. Can be used for internal or Sector coordination.

Item 5. Problem. State the problem or what you are trying to accomplish if altering something. New MEPS are designed considerably different than older ones. Facilities attempts to modernize the design of old facilities, where possible, without a major renovation.

Item 6. Recommended Solution. If possible, propose your solution to the problem. Facilities will validate this proposal against current design requirements. If valid, the project will most likely be approved. If not, Facilities will redesign/propose an alternate solution and staff with the MEPS commander, Sector commander and/or HQ directorate as appropriate.

Item 7: Checklist of Items to Expedite/Assist Processing of Request.

a. Polaroids: If possible, attach polaroids of the affected area to this request. A photograph often helps us validate your request.

b. Sketches: If you are requesting to alter walls or build/delete structural items, we need to know where it is going on the floor plan. Facilities has a standard design for many items. However, we need to know dimensions of your specific request so we can tailor the standard design.

c. Estimate: MEPS: If you can obtain a free estimate from the General Services Administration, lessors building manager, Directorate of Engineering and Housing, etc., it assists us in programming funds.

Estimate: Building 3400: If you can obtain a free estimate it assists us in programming funds.

Item 8. Justification for Repair/Project. This lets us know the priority in which to fund a project. This input is necessary as not all problems are self-evident to a priority category.

Item 11. Facilities, HQ USMEPCOM Use. This block is Facilities' internal method for tracking projects. Upon receipt of the Facility Work Request, Facilities, HQ USMEPCOM, will log the request and send a copy back to the MEPS which will identify the project number, project manager (point of contact), and initial project status.